

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

STATE OF CALIFORNIA
COMMISSION ON TEACHER CREDENTIALING

SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)
DEPARTMENTAL PROMOTIONAL



EXAMINATION ANNOUNCEMENT

SALARY RANGE \$5369 - \$6478

FINAL FILE DATE September 9, 2008

WHO MAY APPLY Applicants must have a permanent civil service appointment with the Commission on Teacher Credentialing as of the final filing date, in order to take this examination.

FILING INSTRUCTIONS All applicants must submit an Examination Application, STD 678 no later than 5:00 p.m., September 9, 2008. Examination Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted. Examination Applications submitted via facsimile (FAXED) or electronically mailed (E-MAILED) will not be accepted. Examination Application, STD 678 http://www.spb.ca.gov/jobs/stateapp_adobe.htm is available and must be filed in person or by mail with:

Commission on Teacher Credentialing
Office of Human Resources
Attention: Heidi Brida
1900 Capitol Avenue
Sacramento, CA 95811-4213

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SPECIAL TESTING ARRANGEMENTS If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application, STD 678." You will be contacted to make specific arrangements.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION All applicants must meet the education and/or experience requirements for this examination by September 9, 2008, the final file date.
NOTE: All Examination Applications, STD 678s/resumes must include "To" and "From" employment dates (month/day/year), time base (fulltime, halftime, hourly), and civil service classification titles.

MINIMUM QUALIFICATIONS Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Pattern" I, "or" II, "or" III. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.

Pattern I

One year of experience performing the duties of a Senior Special Investigator or a Senior Special Investigator (Non-Peace Officer) in the California State service.

Or Pattern II

Two years of experience performing the duties of a Special Investigator I, Range B, or a Special Investigator I (Non-Peace Officer), Range B, in the California State Service.

Or Pattern III

Experience: Three years of experience in investigation work, at least two years of which involved complete responsibility for difficult and unusual cases.

And

Education: Equivalent to completion of the twelfth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SUPERVISING SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)
VI81-8549

FINAL FILING DATE: September 9, 2008
EXAMINATION CODE: 8LT06

SPECIAL PERSONAL CHARACTERISTICS

Tact; keenness of observation; good memory for names, faces, and incidents; and ability to qualify for a fiduciary bond.

THE POSITION

Supervising Special Investigators I (Non-Peace Officer) are typically first-line supervisors directing a staff of Special Investigators. In addition to direct supervision, they may personally participate in difficult or complex investigations. Train, plan, organize, and direct the work of Special Investigators I or Special Investigators I (Non-Peace Officer) in the investigation of suspected violations of provisions of laws, rules, or regulations; make or direct the more difficult criminal investigations; make inspections of the physical security of an office and equipment, and recommend any necessary actions; advise departmental personnel in methods of fraud detection; file complaints, prepare cases, and appear in court or in administrative hearings; work with and secure the cooperation of Federal, State, and local law enforcement agencies; evaluate the performance of staff members, and take appropriate action; assist a superior in planning and directing a major investigation program and act for him/her in his/her absence; review and evaluate reports; make or participate in the more difficult or confidential field investigations; and prepare reports and correspondence.

Positions exist with the Commission on Teacher Credentialing.

EXAMINATION INFORMATION

This examination utilizes an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION" shown on this announcement, even if that experience goes beyond the limited printed employment history section of the application. Supplementary information will be accepted, but read the "REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

EDUCATION AND EXPERIENCE – WEIGHTED 100%**SCOPE****A. Knowledge of:**

1. Investigation techniques and procedures, and directing others in the performance of investigatory work.
2. Rules of investigatory work.
3. Rules of evidence and court procedure.
4. Principles of identification, preservation, and presentation of evidence.
5. Sources of information used in locating persons.
6. Laws of arrest, search and seizure, service of legal process, and the legal rights of citizens.
7. Interviewing techniques.
8. Duties of Federal, State, and local law enforcement agencies.
9. Interpreting and applying to specific cases the provisions of the laws, rules, or regulations enforced or administered.
10. Principles and techniques of personnel management and supervision and supervising a staff of investigators.
11. Manager's/supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

B. Skill in:

1. Planning, organizing, and directing investigations.

C. Ability to:

1. Direct others in the performance of investigatory work.
2. Interpret and apply to specific cases the provisions of the laws, rules, or regulations enforced or administered.
3. Supervise a staff of investigators.
4. Gather, analyze, and prepare effective evidence.
5. Dictate correspondence and prepare reports.
6. Communicate effectively.
7. Establish and maintain cooperative relations with Federal, State, and local law enforcement agencies.
8. Analyze situations accurately.
9. Think and act quickly in emergencies and adopt an effective course of action.
10. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ELIGIBLE LIST

A departmental promotional eligible list will be established for the Commission on Teacher Credentialing. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CAREER CREDITS

Career credits do not apply.

VETERANS' PREFERENCE

Veterans' preference credit is not granted in promotional examinations.

INQUIRIES ABOUT THIS EXAMINATION

All inquiries about this examination should be directed to Heidi Brida, Office of Human Resources at (916) 322-6199 or hbrida@ctc.ca.gov.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be compared with the performance of the others who take this examination, and all candidates who pass will be ranked according to their scores.

The Commission on Teacher Credentialing reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For an examination without a written feature, it is the candidate's responsibility to contact the Commission on Teacher Credentialing, Office of Human Resources at (916) 322-6199, three weeks after the final filing date if he/she has not received a progress notice.

Examination Locations: Examinations will be given in such places in California as the number of candidates and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete in promotional examinations. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations, to include Government Code (GC) 18992. These rules may be reviewed at the Commission on Teacher Credentialing, Office of Human Resources or in the Service Center at the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope which may be described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have an education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and
Equal Employment Opportunity Statement

The Commission on Teacher Credentialing does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Debra Rosales, Manager, Office of Human Resources, 1900 Capitol Avenue, Sacramento, CA 95811-4213, has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, are available from the ADA Coordinator.

**Commission on Teacher Credentialing
Office of Human Resources - 1900 Capitol Avenue
Sacramento, CA 95811-4213
Telephone (916) 322-6199**

California Relay (Telephone) Service for the Deaf or Hearing-Impaired

From TDD phones: 1-800-342-5966

From Voice phones: 1-800-342-5833

TDD is Telecommunication Device for the Deaf and is reachable only from telephones equipped with a TDD device.